4061

BILL NO. S-78-05-36

SPECIAL ORDINANCE NO. S-89-78

AN ORDINANCE approving a blanket purchase order - City Utilities Purchase Order No. B-9968 for materials for the Water & Water Pollution Control Engineering Depts.

NOW THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the blanket purchase order - City Utilities Purchase Order No. B-9968, dated May 5, 1978, between the City of Fort Wayne, by and through the City Utilities Purchasing Agent and the Board of Public Works and I.B.M. Corporation, for:

> Rental of one Information Processing System #6/440 for use in the Engineering Department, such as processing and distribution of text and records originated on IBM diskettes, building and updating files. Also this machine can be required to create reports and other documents, text revision, reformatting and printing. Machine to be acquired for the use by the Water & Water Pollution Control Engineering Departments, installation & removal $152.00 each, rental $760.00/month,

all as more particularly set forth in said purchase order, which is on file in the Office of the Department of Purchasing and is by reference incorporated herein and made a part hereof, be and the same is in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Councilman

APPROVED AS TO FORM AND LEGALITY,

CITY ATTORNEY

Read the first time in full and on motion by Burns, seconded by Hinga, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19__ at _____ o'clock ___ M., E.S.T.

DATE: 5-23-78

Charles W. Westerman
CITY CLERK

Read the third time in full and on motion by Burns, seconded by Stier, and duly adopted, placed on its passage.

PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	8			1	
BURNS	✓				
HINGA	✓				
HUNTER	✓				
MOSES	✓				
NUCKOLS				✓	
SCHMIDT, D.	✓				
SCHMIDT, V.	✓				
STIER	✓				
TALARICO	✓				

DATE: 6-13-78

Charles W. Westerman
CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ZONING MAP) (GENERAL) (ANNEXATION) (SPECIAL) (APPROPRIATION) ORDINANCE (~~RESOLUTION~~) No. S-87-78 on the 13th day of June, 19 78

ATTEST: (SEAL)

Charles W. Westerman
CITY CLERK

Samuel J. Talarico
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 14th day of June, 1978, at the hour of 11:00 o'clock A. M., E.S.T.

Charles W. Westerman
CITY CLERK

Approved and signed by me this 20th day of June, 19 78, at the hour of 8:30 o'clock A M., E.S.T.

Robert E. Armstrong
MAYOR

Bill No. S-78-05-36

REPORT OF THE COMMITTEE ON CITY UTILITIES

We, your Committee on City Utilities to whom was referred an Ordinance approving a blanket purchase order - City Utilities Purchase Order No. B-9968 for materials for the Water & Water Pollution Control Engineering Depts.

have had said Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance DO PASS.

PAUL M. BURNS - CHAIRMAN

JAMES S. STIER - VICE CHAIRMAN

VIVIAN G. SCHMIDT

WINFIELD C. MOSES, JR.

FREDRICK R. HUNTER

6-13-78
DATE

CONCURRED IN

CHARLES W. WESTERMAN, CITY CLERK

C

Memorandum

To H. P. Wehrenberg, Board of Works Date May 5, 1978

From Ruth Winget, Purchasing Department

Subject Bid Reference #467, Information Processing System

COPIES TO:

E. A. Stanczak Jr.
D. L. Foland
P. Boller

Herewith are bid documents (Bid No. 467) relating to Blanket Purchase Order No. B-9968 prepared favoring I.B.M. Corporation for rental of Information Processing System for Water & Water Pollution Control Engineering Departments.

The attached April 15 and May 5, 1978 memorandums endorsed by the Chief Water Engineer explains the reasons for favoring I.B.M. Corp. for rental at:

Rental	$ 760.00/month
Installation	152.00
Removal	152.00

Attached are the following documents in support of the recommendation for acceptance of I.B.M. Corporation bid;

1. All Vendors bids.
2. Copy of Tab Sheet
3. Purchase Order No. B-9968.
4. Copy of Bid Mailing List.

It is urged that in referring this bid to the City Council for enactment of an ordinance, that all of the attached items, together with this memorandum (or copies), be included with the proposed ordinance.

Please make sure that no confirming Purchase Order Number is given to I.B.M. Corporation until evidence of Council approval is furnished to the Purchasing Department.

R. A. Winget
R. A. Winget

Approved: R. F. Bugher
R. F. Bugher

5-8-78

66-2-78

CITY OF FORT WAYNE
CITY UTILITIES

DEPARTMENT OF PURCHASES
ROOM 950 CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802

ORIGINAL B- 9968
PURCHASE ORDER NO.

This number must appear on each package, packing slip, invoice, bill of lading, express receipt and correspondence.

DATE May 5, 1978

66-2-78

5-8-78

I.B.M. Corporation
2827 Rupp Drive
Ft. Wayne, Indiana 46808

SHIP TO —

Water & WPC Engineer. Depts.
7th Floor City County Bldg.
One Main Street
Fort Wayne, Indiana 46802

MAIL ALL INVOICES TO —
CITY UTILITIES
GENERAL ACCOUNTING
4th FLOOR CITY—COUNTY BUILDING
NUMBER ONE EAST MAIN STREET
FORT WAYNE, INDIANA 46802
INVOICE IN DUPLICATE, INCLUDING CERTIFICATION AS REQUIRED BY INDIANA STATE BOARD OF ACCOUNTS

QUANTITY RECEIVED	QUANTITY ORDERED	DESCRIPTION	ACC'T. OR W.O. NO.	UNIT PRICE	TOTAL
		½	808.12		
		½	806.12		
		BLANKET PURCHASE ORDER FOR 1978			
		Rental of One (1) Information Processing System I.B.M. #6/440.			
		Rental $ 760.00/month Installation 152.00 Removal 152.00			
		SUBJECT TO COUNCILMANIC APPROVAL			
		Blanket Order subject to cancellation equipment found unsatisfactory.			
		Subject to Blanket basis in up coming year.			
		Net 30 Delivery: 6/5/78 Per Bid Ref. #467			
		RW/pl #W.E.182			

APPROVED
Board of Public Works
HPW
Henry P. Wehrenberg
Ethel W. LaMar
Max G. Scott

ATTENTION!
Send all Invoices to General Accounting
4th Floor, City-County Bldg.
1 E. Main St.
Fort Wayne, Indiana 46802
Show P. O. Number on Packing Slip and Invoice.

NOTE: TERMS OF PAYMENT MUST BE SHOWN ON FACE OF INVOICE. OTHERWISE A 2% CASH DISCOUNT WILL BE TAKEN

BY _____
CITY UTILITIES PURCHASING AGENT

FORM U-46

I. B. M. Corp.
2827 Rupp Dr.
46808

City Utilities

PURCHASE REQUISITION

Date *March 3, 1978*

Please order the following Material for Delivery as Specified:

W.E.

To be delivered to *Water & W.P.C. Engr. Depts* Req. No. *182*

On or before ______ P. O. No. *B-9968*

Acct # ½ 808.12
½ 806.12

Blanket Purchase Order for 1978.

Rental of One (1) Information Processing System *IBM #6/440.*
~~Lanier Model #LTE-2D w/auto. sheet feeder for three (3) months. $2,280.00~~

Rental ~~$660.00/month~~ *$760.00/month*
Installation ~~$150.00~~ *$152.00*
Removal ~~$150.00~~ *$152.00*

Pat — Blind note: 50% operation budget Water Engr Dept, 50% W.P.C.E.

Blanket Order subject to cancellation if equipment found unsatisfactory, ~~or does not perform work intended anytime after three (3) months.~~
Subject to Blanket basis in up coming year.

	Justification: -- To establish			
	central location for handling			
RECEIVED	*repetitive typing, et. al.*	*Net 30*		
Subject to Councilmanic approval.		*Delivery 6/5/78*		
REMARKS: GEN. SUPT. OFFICE	*Budgetted in both Water & Water*	*Per Bid Ref. #46*		
	Pol. Control Engr. Op. Budgets	*[illegible]*		

I hereby certify that the work or supplies above specified are necessary for stock or use in this department.

Department *Water Engr. Dept.* *RW*

D. L. Stand *R. R. Boller*

7/10 Biggs

Dept. Head

Charge Light ______ Water ✓ Sewage ✓

Memorandum

To R. F. Burgher, Director of Purchasing Date April 15, 1978

From D. L. Foland

Subject Report on bid for one (1) Information Processing System for Engineering Departments

COPIES TO:

E. LaMar

H. Biggs

D. Bodeker

P. Boller

C. O'Neal

K. Traylor

The bids received on March 28, 1978, for the supply of one Information Processing System for use in the Engineering Departments has been reviewed and evaluated. As a result, Exhibits A and B have been prepared and are attached for reference and comparison.

I have discussed the equipment offered by both IBM and Van Ausdall & Farrar Inc., with representatives of the respective companies, and have looked over brochures and data provided which describes the equipment offered.

Both firms submitted complete bids including bid bonds, etc., and met all of the requirements of the bid documents.

I find that both brands of equipment offered meet our specifications, except IBM offers an automatic feed for envelopes to be addressed, whereas Lanier does not. Also of interest is that Lanier has storage and feeding capabilities for one size of typing paper, whereas IBM has the capabilities for 2 sizes of paper. In evaluating these characteristics, I am not convinced the differences are adverse to the extent to pay the additional cost of purchase or rent to make the 2 types of equipment equal. Other than the items noted above, I can find no difference in the characteristics or capabilities for the 2 brands of equipment offered.

Exhibit A provides a detailed comparison of both pieces of equipment offered including purchase price, monthly rental, lease option comparison, and other fees, as well as features and capabilities of the respective equipment. You will note that the Lanier equipment, offered by Van Ausdall & Farrar Inc., has a purchase price of $20,490 as compared to IBM's $26,600. Lanier's monthly rental fee is $660.00 and IBM's is $760.00, and Lanier's monthly maintenance fee is $85.00 as compared to IBM's $125. As a consequence, the Lanier equipment is lower priced both on an out-right purchase basis as well as continuous rental basis.

Referring to Exhibit B, the IBM equipment is found to be better dollar value to initially lease the equipment, if we ultimately plan to purchase it. This is due to their higher percent of rent accumulating towards the purchase price.

Since the type of equipment we are looking at is a new venture for the City, coupled with cost factors and possible advancement changes in equipment, it is my opinion we should rent rather than purchase. With this in mind, I recommend we try one unit for at least a minimum rental period. If it is not found to be satisfactory, then have it removed, and try the

second for its' minimum rental period. It appears the Lanier equipment is the logical one to start with, since its minimum rental period is 3 months as compared to IBM's 6 month, and its' rental and "one time fee" are lower than IBM. The minimum amount that we could expect to try the Lanier equipment is $2280 (including the installation fee, 3 months rent, and the removal fee). The minimum cost to try IBM for 6 months is $4864.00 which includes their installation fee, 6 months rental and removal fee. If either of the pieces of equipment is foundunsatisfactory, or will not perform the work anticipated by the end of its respective trial period, then it should be removed. Conversly, if either of the units are found satisfactory at the end of its trial period, it should be kept. Again, I recommend that Lanier be tried first, due to a better investment (lowest rent and fees) and its shorter minimum trial period.

If neither of the above pieces of equipment does the job expected, then neither should be retained after its minimum trial period. We should then go back to our present procedures, or look for some other procedures and/or equipment.

Although I have recommended we rent rather than purchase the equipment, I also recommend we keep our options open to purchase at a later date if we should change our mind. Therefore, a contract should be entered into including, but not limited to the following items:

#1. Firm monthly rental fee.
#2. Firm purchase price.
#3. Firm lease/purchase provision including maximum amount of rent applied to purchase and rates (percent) of rent applied to purchase on a monthly basis.
#4. Firm installation and/or removal fees.
#5. Firm arrangement and/or fees to train equipment operators, both initially and in the future.
#6. Firm fee for maintenance of purchased equipment including all labor, parts, and any other incidental costs.
#7. Guarantee that maintenance will be performed in reasonable time so as to not affect our output from the equipment or replacement of the equipment with suitable equipment of comparable capabilities.

D. L. Foland, P.E.
Chief Water Engineer

DLF/klr

attachments

ulation of Bid 467 sing Date 3-28-78 ormation Processing System er Pol. Cont. Eng. & Water	Rental	Option to Purchase	Brand	
.M. Corporation Apl. O.K. 7 Rupp Drive Bmd	#760.00 month	Maint. 125.00/mo. #26,600.00	I.B.M. #6/1140	
Ausdall & Farrar Apl. O.K. 5 Thompson Avenue Bmd	#660.00 month	#20,490.00	Lanier #LTE-20	
ier Electronics Lab, Inc. 04 Chantilly Drive N.E. anta, Georgia 30324				
g Lab Inc. 0 Purdue Drive ianapolis, Ind.				
roughs Corporation 02 South Calhoun				

C.C.

VAN AUSDALL & FARRAR INC.

BUSINESS SYSTEMS
Since 1914

634-2913

Business Systems • *Lanier* • *Sony* • *Redactron* • *Veritext* • 1214 N. MERIDIAN • INDIANAPOLIS, INDIANA 46204

Our "64th" Year
April 18, 1978

Mr. Richard Bugher
Director of Purchasing
City of Fort Wayne
Fort Wayne, IN 46802

Dear Mr. Bugher:

First of all I would like to thank you for the courtesies your staff extended to me during my recent visit to your office. It certainly was a pleasure to discuss with them the possible application of the Lanier Text Editor in the Water Engineering Department.

The monthly rental fee is a firm fee after the three month trial period has expired. The accerual toward purchase is also a firm statement which is also provided on the bid. There is also a five year lease purchase option that is available at a cost of $521.27 per month. At the end of the five year period the equipment can be purchased for a total of 10% of the original cost.

The installation and/or removal fees also remain the same at $150.00 installation and $150.00 removal.

Two operators are initially trained at no charge to the City of Fort Wayne, any additional operators there will be a fee of $150.00.

The maintence agreement is $900.00 per year when the equipment is purchased and includes all labor, parts, travel time, etc.

Our service response will be within three hours from the time a call is placed. All parts are stocked at Van Ausdall & Farrar in Fort Wayne and therefore downtime is minimal.

I trust this is the information desired but if you should have any questions please contact me.

Sincerely,

[signature]

Dick Leslie
Branch Manager
744-6301

DL/mlw

RECEIVED
PURCHASING DEPT.
AM APR 19 1978 PM
7,8,9,10,11,12,1,2,3,4,5,6

LAFAYETTE	MUNCIE	SOUTH BEND	TERRE HAUTE	COLUMBUS	EVANSVILLE	FORT WAYNE
20 S. 16th St.	301 N. Madison	2625 S. Michigan	4315 Wabash Ave.	1741 State St.	1006 Diamond Ave.	3209 Thompson Ave.
47905	47305	46614	47803	47201	47711	46807
423-2467	284-1779	288-2093	232-1939	372-0050	424-5736	744-6301

RECORDS OF BIDS ISSUED TO BIDDERS

BID NO. 467

ITEM: One Information Processing System

DEPARTMENT: WPC Engineering Dept.

OPEN DATE: 3-28-78 TIME: 10:30A.M.

VENDOR NAME & ADDRESS	DATE - NAME BID PICKED UP	CARDS MAILED	BID MAILED	RETURNED
I.B.M. Corporation 2827 Rupp Drive Ft. Wayne, Indiana 46815	Howard Kelly 3-16-78	3-13-78		3-27-78
Van Ausdall & Farrar 3225 Thompson Avenue Ft. Wayne, Indiana 46807	Dick Leslie 3-15-78	3-13-78		3-27-78
Lanier Electronics Lab, Inc. 1704 Chantilly Drive N.E. Atlanta, Georgia 30324			3-14-78	
Wang Lab Inc. 8790 Purdue Road Indianapolis, Indiana			3-14-78	
Burroughs Corporation 2902 S. Calhoun St. Fort Wayne, Indiana	A. Mark Ramer 3-23-78			

FORM GP23 3-63

CITY OF FORT WAYNE

DEPARTMENT OF PURCHASES

Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Ref. No. 467

Date March 13, 1978

Date wanted ______

Fund Appropriation No. ______

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

*Mail all replies and correspondence, etc. to Att. of R. F. Bugher 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division Water Pollution Control Engineering Department

Address Room 700, City County Building, One Main Street
Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, March 28, 1978 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 14502. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
1		Information Processing System per specifications enclosed:		

The enclosed bidders sheet must be properly completed and returned as part of your bid along with the properly executed Non-Collusion Affidavit.

The Bidders will be requested to submit or to have on file with the City Equal Employment Office a current written Affirmative Action Program in order for their bids to be accepted. Such Program can be submitted at or subsequent to the bid opening but must be of record in the EEO Office and approved in advance of processing a purchase order for City Council approval. Bidder's Affirmative Action Programs are in effect for the 12 month period following the date of approval by the City Equal Employment Opportunity Officer.

Specify: On File: ______ Attached: ______

Bid Bond required NO ☐ YES ☒ 5 % of Bid ______ Performance Bond NO ☒ YES ☐ ______

See instruction Item No. 15 on reverse side hereof.

Terms ____% cash discount if paid within ____days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within ___ days from receipt of order

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here: [signature] - IBM

Name of Company

Per [signature] Title [illegible]

Address [illegible] Dr.

City Ft. Wayne, IND Date [illegible]

SPECIFICATIONS FOR: IBM 6/440 INFORMATION PROCESSOR

DESCRIPTION:

The IBM 6/440 Information Processor consists of a display/keyboard operator station cable connected to a printer station which utilizes an ink jet printer. Its function is to provide processing and distribution of text and records originated on IBM diskettes.

An IBM 6/440 can process, electronically, many of the administrative chores common to most organizations. This capability includes building and updating files. Pre-constructed files can then be sequenced and qualified, on demand, in various formats required to create reports and other documents. In addition, its function provides text revision, reformatting and printing.

Operator Station:

The Operator Station consists of a typewriter-like keyboard and a display for text revision plus a diskette reader/recorder for the system's diskette media. Diskette storage capacity is approximately 274,000 characters.

Printer Station:

The Printer Station contains an ink jet printer plus an automatic paper and envelope handing mechanism.

The ink jet printer can be equipped with up to five electronically selectable fonts, which are available in 10 and 12 pitch plus proportional spacing typestyles.

A paper and envelope handling mechanism can automatically feed cut sheet paper (from two paper drawers), not less than 7" wide or 10.5" long and not greater than 14" wide or 14" long, plus various sizes of envelopes (Number 7 3/4, Number 9, and Number 10). Printed paper and/or envelopes are stacked, sequentially, in separate stacker areas.

A communicating feature is available as an option. It provides binary synchronous communications at speeds of 1200, 2000, 2400 bits per second.

SELECTIVE FEATURES:

Type fonts

PHYSICAL CHARACTERISTICS:

Power requirements: 115 V, 60 Hz, 15 Amps Normal current drain: 15 Amps Heat dissipation: BTU/Hour: 4,632 Color: Pebble grey
Weight (installed):
Operator Station: 127 lbs.
Printer: 480 lbs.

OPTIONAL FEATURES:

Communications
Modem
Type Fonts

SPECIFICATIONS (CONTINUED)

1. Monthly Rental: $760.00
2. Minimum Rental Period: 6 months or 30 days written notice
3. Shipping & Installation: $152.00
4. Removal: $152.00
5. Lease with Option to Purchase: 65% Purchase Option-Maximum 75% of purchase price
6. Service Available: Local
7. Maintenance Agreement: Included in Lease (if purchased-$125.00/mo.)
8. Operation Training Fees: None
9. Specify Charges other than listed above if any:

Brand: IBM

Model: 6/440

Delivery: May, 1978

10. Prints completely automatically, in parallel fashion. Addresses envelopes automatically. Print speed is 92 characters per second.

11. Modularity is the keynote. Input stations can be ordered to mix and match, satisfying any office requirement to include diskette or card machines.

12. Training of operators is included in the cost of the equipment. We prefer initial training to take place at our office. Re-training site is optional

13. Maintenance service is provided locally by radio dispatch. Leasing include all parts and service.

14. Price

IBM Information Processor with Functional Display and Printer (Model 6/440)

Purchase	Fiscal Yr. Lease	24 Mo. Plan	Monthly Rental
$26,600.00*	$760.00/mo.	$690.90	$800.00

* Purchased machines - Maintenance Agreement @ $1,500 annual charge or $125.00 per month.

ATTACHMENT

Prices quoted are firm for 30 days from the date of this quotation, with the exception of finance charges, which are dependant on the rate at time of purchase.

All destination charges are paid by the customer. The destination charge billed will be IBM's published destination charge in effect on the first day of charge (for rent/lease equipment) or date of installation (for equipment initially purchased).

The terms and conditions of the current IBM Equipment Purchase/Lease Agreement apply to this quotation.

FORM DP2B 5-68

CITY OF FORT WAYNE
DEPARTMENT OF PURCHASES
Number One Main St., Ft. Wayne, Ind. 46802

INVITATION

Quotations, subject to the conditions on the reverse hereof, are requested on the following list of materials, supplies, equipment or services, for the department as mentioned, with delivery to destination as shown below. Quotations shall include all charges for delivery, packing, etc. Address your reply as indicated below.*

Ref. No. 467

Date March 13, 1978

Date wanted

Fund Appropriation No.

*Mail all replies and correspondence, etc. to Att. of R. F. Bugher 423-7037 DEPARTMENT OF PURCHASES

Address Room 470, Number One Main St., Ft. Wayne, Ind. 46802

REQUIRED FOR DELIVERY TO:

Department or Division Water Pollution Control Engineering Department

Address Room 700, City County Building, One Main Street Fort Wayne, Indiana 46802

RETURN ORIGINAL TO THE CITY—RETAIN DUPLICATE COPY FOR YOUR FILE

Closing Time of Bids Tuesday, March 28, 1978 at 10:30 A.M.

TAXES: THE CITY IS EXEMPT FROM FEDERAL EXCISE AND INDIANA STATE SALES TAX. THE CITY'S INDIANA SALES TAX EXEMPTION CERTIFICATE NUMBER IS NO. 34508. PRICES SHOULD NOT INCLUDE THESE TAXES. See "Instructions to Bidders" No. 10 on reverse hereof for details.

TAX EXEMPT (Unless otherwise indicated)

Quantity	Unit	Materials, Supplies, Equipment or Services	Unit Price	Total Amount
1		Information Processing System per specifications enclosed: Lanier Model LTE-2D with Auto Sheet Feeder.		$20,490.00
		The enclosed bidders sheet must be properly completed and returned as part of your bid along with the properly executed Non-Collusion Affidavit.		
		The Bidders will be requested to submit or to have on file with the City Equal Employment Office a current written Affirmative Action Program in order for their bids to be accepted. Such Program can be submitted at or subsequent to the bid opening but must be of record in the EEO Office and approved in advance of processing a purchase order for City Council approval. Bidder's Affirmative Action Programs are in effect for the 12 month period following the date of approval by the City Equal Employment Opportunity Officer.		
		Specify: On File: yes Attached:		

Bid Bond required NO ☐ YES ☒ 5 % of Bid Performance Bond NO ☒ YES ☐

See instruction item No. 14 on reverse side hereof.

Terms NET % cash discount if paid within 10 days from delivery and acceptance of goods or completion of services.

PROPOSAL OR BID

In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees, if this bid be accepted within a reasonable time from date of closing, to furnish any or all of the items or render such services upon which prices are quoted, in accordance with the specifications applying and at the price set opposite each item.

Delivery of any or all of the items or completion of services indicated shall be made within days from receipt of order.

IMPORTANT ☞ As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

Sign Here:

Van Ausdall & Farrar, Inc.
Name of Company

For [signature] Title

Address 1214 N. Meridian St.

City Indpls., In. 46204 Date 3/23/78

SPECIFICATIONS FOR INFORMATION PROCESSOR

Quotations are solicited for furnishing and installing of one Information Processor to print pre-programmed text in letter and/or report form and to store, with capability of recall, certain information, data, etc. Unit to be bid upon shall be a stand-alone text and records processor with the capability of using present stationery supplies and envelopes. The records-processor must also be capable of high density storage and should be capable of maintaining, sequencing and qualifying records. It shall also be able to combine information selected from specific records with text information to create required printed documents. The unit shall be equipped with automatic paper handling. It shall be modular in nature for adding additional input stations and/or output units as well as capable of being operated from remote locations through telephone lines.

In addition to the above, the bidder shall provide, as a part of his quotation, prices based upon purchasing the unit, supplemented with monthly rental and including lease with option to purchase. The quotation shall also state any one time fees which may be due for shipping and/or installation and also removal charges, if applicable, should the City elect to discontinue service after a trial period.

Minimum rental periods shall be stated and also information as to available service and its cost, along with information regarding maintenance agreements and their fees.

The bidder shall also state what operator training may be required as well as the method(s) available to provide such operator training, both for training initial operators as well as training of future operators, as may be required due to initial operators transferring from the position or leaving the employment of the City. Quotation shall also state any fees for such operator training, if any.

SPECIFICATIONS (CONTINUED)

1. Monthly Rental: $660.00
2. Minimum Rental Period: Three (3) Months
3. Shipping & Installation: $150.00
4. Removal: $150.00
5. Lease with Option to Purchase: $660.00 Twhety Four (24) Months*
6. Service Available: Ft. Wayne Office
7. Maintenance Agreement: Included in Rental or Lease
8. Operation Training Fees: 2 Operators Trained at No Cost
9. Specify Charges other than listed above if any:

Maintenance cost if purchased -- $1,020.00 per year

Additional operator training cost -- $150.00 each

Brand: Lanier

Model: LTE-2D

Delivery: 10 Days

*RENTAL PAYMENTS CREDITED ON PURCHASE

1-6 MONTHS	70%
7-12 "	50%
13-18 "	40%
18-up "	30%

4061

TITLE OF ORDINANCE SPECIAL ORDINANCE - BLANKET PURCHASE ORDER - CITY UTILITIES PURCHASE ORDER NO. B-9968 - I.B.M. CORPORATION

DEPARTMENT REQUESTING ORDINANCE BOARD OF PUBLIC WORKS 8-78-05-36

SYNOPSIS OF ORDINANCE BLANKET PURCHASE ORDER - CITY UTILITIES PURCHASE ORDER NO. B-9968 - I.B.M. CORPORATION - RENTAL OF ONE INFORMATION PROCESSING SYSTEM #6/440 FOR USE IN THE ENGINEERING DEPARTMENTS, SUCH AS PROCESSING AND DISTRIBUTION OF TEXT AND RECORDS ORIGINATED ON IBM DISKETTES, BUILDING AND UPDATING FILES. ALSO THIS MACHINE CAN BE REQUIRED TO CREATE REPORTS AND OTHER DOCUMENTS, TEXT REVISION, REFORMATTING AND PRINTING. MACHINE TO BE ACQUIRED FOR THE USE BY THE WATER & WATER POLLUTION CONTROL ENGINEERING DEPARTMENTS.

MEMORANDUM AND PURCHASE ORDER ATTACHED

PRIOR APPROVAL REQUESTED FOR MAY 8, 1978

EFFECT OF PASSAGE FACILITATE COMPOSING CONTRACTS, TEXTS AND OTHER DOCUMENTS FOR ENGINEERING DEPTS.

EFFECT OF NON-PASSAGE MAINTAIN PRESENT PROCEDURES

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) RENTAL AMOUNT TO BE PAID FOR BY CITY UTILITIES

ASSIGNED TO COMMITTEE

EP